

**ADMINISTRATOR IV (HR DIRECTOR)**  
**NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS**  
**BUREAU OF HUMAN RESOURCES**  
**\$67,431.00 – 80,866.50**

This full-time position will oversee, administer, plan, develop and direct all agency Human Resource activities, programs and functions in meeting agency objectives associated with human resource policies and personnel practices within the NH Department of Corrections, encompassing employees located at multiple prisons, a transitional work center, transitional housing units, and Field Services district offices (Probation/Parole).

**Minimum Qualifications:** **Education:** Master's degree from a recognized college or university with major study in public or business administration, human resource management or administration, organizational behavior, industrial relations, personnel management, labor relations, psychology, education or a related field. **Experience:** Eight years' professional experience in human resources, labor relations, recruitment or staff development, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience. **OR Education:** Bachelor's degree from a recognized college or university with major study in public or business administration, human resource management or administration, organizational behavior, industrial relations, personnel management, labor relations, psychology, education or a related field. **Experience:** Nine years' professional experience in human resources, labor relations, recruitment, or staff development, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

Resumes will not substitute for a fully completed State application.

Applications will be accepted until: Position is filled

To apply on line, please visit our web site at <http://www.nh.gov>, click on job opportunities and then click Employment opportunities list.

**For further information please contact Linda McDonald, Program Specialist II at: NH Department of Corrections, Human Resources, PO Box 1806, Concord, NH 03302 (603) 271-5645 or by email at: [Linda.McDonald@doc.nh.gov](mailto:Linda.McDonald@doc.nh.gov)**